

Position Open for Independent Contractor - Project Director, Count Us IN Voting initiative

Purpose of the Project:

Outcome: To increase the number of people with disabilities participating in the electoral process

Objectives

- Register more people with disabilities to vote
- Increase numbers of people with disabilities voting
- Insure polling places are accessible and ADA compliant
- Increase the number of people with disabilities working at polling places
- Increase the number of people with disabilities helping to register voters

Work environment:

Report to Executive Director of the Governor's Planning Council for People with Disabilities.

Will work from home and report to the Council's office on occasion. Some work can be done at the Council's office, will furnish desk, phone in Council office. Council will cover cost of postage and copying material.

Will need ability to travel through out the state of Indiana, may require some overnights

Job Duties

- Provide a bi-weekly written progress report to the Council's office
- Review and provide an analysis of the various state and national laws, policies and rulings that govern the voting process in Indiana, in particular those that affect persons with disabilities
- Monitor and report on all legislative or policy activity associated with the electoral process
- Identify how many polling places are listed as accessible and how they have been evaluated
- Identify and meet with various advocacy organizations to develop a strategy to mobilize people with disabilities in getting out the vote.
- Identify various organizations, outside the disability community that either have a history or interest in collaborating on voter turn out.
- Work with the Secretary of State/ The Election Board, County Clerks Association, Voters Registration Officials, political parties and Unions
- Work with local officials in training poll workers of their responsibilities in assisting persons with disabilities at the polls.
- Identify all state agencies that have responsibilities with regard to Motor Voter and Voter Registration
- Determine what policies are in place to insure contracting agencies providing services to people with disabilities are offer voter registration and the number of people registered thru the agencies. Provide information on what penalties are in place if agency fails to register people to vote and if any agency has ever been penalized.
- Assist with writing of grant to secure additional funds for project
- Serve as staff to Task Force of project advisors, providing reports and a written record of the meeting(s)
- Identify and review publications -application for Indiana - may need to modify and develop "Indiana" materials, Desktop publishing, e-mail, PSA's, pamphlets - accessing polling places, awareness and attitude
- Create articles for publishing in various trade newsletters
- Activate various groups to assess polling places/ access issues prior to election day
- Activate people with disabilities in doing voter registration
- Activate people with disabilities in working at the polls
- Assist local groups with organizing local events, which include advocacy groups, county officials, poll workers

- Organize a State wide 1 day conference to provide information and build momentum regarding the Electoral Process / Voting Rights, Registration,

Targeted Audience: Providers of service
Advocacy Groups
County Clerks
Election Board

Agenda: Voters Registration Act
Responsibilities
Practical Guide
Access issues

Skills required

Ability to manage multiple projects
Community organizing
Ability to analyze and interpret data
Excellent presentation, oral and writing skill
Excellent organizational skills
Ability to work with a variety of constituencies
Experience in conference planning
Ability to plan, organize and execute work with a minimum of supervision
Proficient in the use of various computer programs IE, Word, Desktop Publishing, spread sheets
Political Sensitivity
Experience in writing grants
Knowledge of the election process